

Filing for Petition for Review With the Shorelines Hearings Board

To Petition For Review (Appeal) a permit decision with the Shorelines Hearings Board (Board) you must comply with requirements of RCW 90.58.180 and WAC 461-08. **The Petition For Review must be received by the Board within twenty-one (21) days of the "date of filing"** as defined in RCW 90.58.140(6) and WAC 173-27-100(8):

The "date of filing" for

- Substantial Development Permits
 - Revisions to Substantial Development Permits
 - Locally denied Conditional Use Permits and Variances
 - Locally denied Revisions to Conditional Use Permits and Variances
- is the date Ecology received a complete permit submittal.

The "date of filing" for

- Locally approved Conditional Use Permits and Variances
 - Locally approved Revisions to Conditional Use Permits and Variances
- is the date Ecology mailed its decision.

The "date of filing" for

- Locally approved Conditional Use Permits or Variances filed concurrently with a Substantial Development Permit

is the date Ecology mailed its decision on the Conditional Use and/or Variance.

The Petition of Review must contain:

- 1) The name, mailing address, telephone number, and telefacsimile number (if available) of the appealing party, and of the representative, if any;
- 2) Identification of the parties, by listing in the caption or otherwise. In every case, the agency and/or the local government whose decision is being appealed and the person to whom the decision is directed shall be named as parties;
- 3) A copy of the application for a shoreline permit which was filed with the local government pursuant to RCW 90.58.140;
- 4) A copy of the decision or permit appealed from;
- 5) A short and plain statement showing the grounds upon which the appealing party considers such decision or permit to be unjust or unlawful;
- 6) A clear and concise statement upon which the appealing party relies to sustain his or her grounds for appeal;
- 7) The relief sought, including the specific nature and extent;
- 8) The signature of the representative of the appealing party or of the appealing party. The signature of the representative or the appealing party shall constitute a certificate by the signatory that the signatory has read the petition and that it is consistent with civil rule 11;
- 9) All pleadings shall be so construed as to do substantial justice.

Where to File a Petition for Review:

The original and one copy of the Petition For Review must be filed with the

Shorelines Hearings Board

4224 6th Avenue SE, Building 2, Rowe Six

P O Box 40903

Lacey, WA 98504-0903

Phone: 360-459-6327 Fax: 360-438-7699

One copy of the Petition For Review must be filed with the Department of Ecology and one copy with the Attorney General within seven (7) days of filing with the Board:

Department of Ecology

Shoreline Appeals Coordinator

300 Desmond Drive, Lacey

P O Box 47690

Olympia, WA 98504-7690

Phone: 360-407-6528 Fax: 360-407-6535

Office of the Attorney General

Ecology Division

629 Woodland Square Loop SE, Lacey

P O Box 40117

Olympia, WA 98504-0117

Phone: 360-459-6320 Fax: 360-438-7743

One copy of the Petition For Review must be filed with the local government whose permit or decision is being appealed; and

One copy of the Petition For Review must be filed with the permit applicant.

If you have questions please call the Shorelines Hearings Board at 360-459-6327. The Board's FAX number is 360-438-7699. Or, call Ecology's Shorelines Appeals Coordinator at 360-407-6528, or Fax 360-407-6535.